

# RECORD OF PERFORMANCE QUALIFICATIONS

DEPARTMENT OF  
TRANSPORTATION  
U. S. COAST GUARD  
CG-3303C-1 (REV. 08-95)

BM

## INSTRUCTIONS

Regular and reserve enlisted members of the Coast Guard shall complete the Record of Performance Qualifications as outlined in the Enlisted Qualifications Manual COMDTINST M1414.8 (series). The member's supervisor certifies performance qualification completion by dating and initialing in the appropriate column. Previous qualification certifications need not be duplicated. However, members must demonstrate proficiency in all new qualification assignments.

Not all qualifications can be completed during drill periods by reserves. Reserve Units shall indicate, by circling in red, those qualifications a member should complete on ADT.

Rating	Abbreviation
BOATSWAIN'S MATE	BM
Date completed all performance qualifications for Rate Level	
E-4	E-5
E-6	E-7
E-8	E-9
NAME (Last, First, Middle Initial)	Social Security Number

PREVIOUS EDITION IS OBSOLETE  
LOCAL REPRO AUTH



RATING: BOATSWAIN'S MATE (BM)	Date	Initials
<p><u>PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT</u></p> <p>A. ADMINISTRATION</p> <p>5.01 Maintain the following records or logs in accordance with the Abstracts of Operations Reports, COMDTINST M3123.7 (series), the Coatings and Color Manual, COMDTINST M10360.3 (series), the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series), and the Naval Engineering Manual, COMDTINST M9000.6 (series):</p> <ul style="list-style-type: none"> <li>a. Unit Small Boat Logs</li> <li>b. Paint Log</li> <li>c. Anchor Log</li> <li>d. Hull History Card</li> <li>e. Rescue and Survival Equipment PMS Maintenance Logs</li> </ul> <p>5.02 Maintain unit notices, instructions, and message traffic in accordance with the Coast Guard Directives System, COMDTINST M5215.6 (series), Telecommunications Manual, COMDTINST M2000.3 (series), and the Standard Subject Identification Codes (SSIC), COMDTINST M4210.5 (series).</p> <p>6.01 Using a Coast Guard standard workstation, draft the following types of Coast Guard correspondence in accordance with the Coast Guard Correspondence Manual, COMDTINST M5216.4 (series):</p> <ul style="list-style-type: none"> <li>a. Basic Letter</li> <li>b. Business Letter</li> </ul>		
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<p>c. Memorandum</p> <p>d. Rapidraft Letter</p> <p>6.02 Conduct a physical inventory of personal property in accordance with the Property Management Manual, COMDTINST M4500.5 (series).</p> <p>6.03 Dispose of excess personal property in accordance with the Property Management Manual, COMDTINST M4500.5 (series).</p> <p>6.04 Prepare the following small purchase documents in accordance with the Small Purchase Handbook, COMDTINST M4200.13 (series), and the Finance Center Standard Operating Procedures, FINCENSTFINST M7000.1 (series):</p> <p>a. Procurement Request (4200.1.1)</p> <p>b. Standard Form 44 (SF-44)</p> <p>c. Government Commercial Credit Card (IMPAC)</p> <p>d. Automated Requisition Management System (ARMS)</p> <p>6.05 Verify the monthly credit card statement in accordance with the Small Purchase Handbook, COMDTINST M4200.13 (series).</p> <p>6.06 Prepare and submit unit's Abstract of Operations Report in accordance with COMDTINST 3123.7 (series).</p> <p>7.01 Prepare an award recommendation, summary of action, and proposed award citation for submission in accordance with the Medals and Awards Manual, COMDTINST M1650.25 (series).</p>		
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7.02 Conduct a safety board meeting in accordance with the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).		
7.03 Draft for approval a unit instruction in accordance with the Coast Guard Directives System, COMDTINST M5215.6 (series).		
8.01 Review Boatswain's Mate qualification codes for accuracy and currency and submit results in writing to the Program Manager in accordance with the Coast Guard Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series).		
9.01 Review E-4 through E-9 Boatswain's Mate performance qualifications for accuracy and currency and submit recommendations in writing to Commandant (G-PTP) in accordance with the Coast Guard Enlisted Qualifications Manual, COMDTINST M1414.8 (series).		
B. OPERATIONS AND SEAMANSHIP		
4.01 Certify as Boat Crewmember in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series).		
4.02 Complete the Personnel Qualifications Standard (PQS) for Boatswain's Mate of the Watch (BMOW) in accordance with the Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series).		
4.03 Given a Boatswain's Pipe, demonstrate the following calls under the supervision of an experienced Boatswain's Mate in accordance with USCG Institute Pamphlet No. D20905:		
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<ul style="list-style-type: none"> <li>a. Attention</li> <li>b. Piping the Side</li> <li>c. Sweepers</li> <li>d. Mess Call</li> </ul> <p>4.04 Given the appropriate tools, demonstrate the steps necessary to make an eye splice in the following types of line in accordance with Knight's Modern Seamanship, eighteenth edition:</p> <ul style="list-style-type: none"> <li>a. Three strand natural fiber</li> <li>b. Three strand synthetic</li> <li>c. Double Braided Nylon</li> </ul> <p>5.01 Certify as Boat Coxswain on a boat listed in the Boat Crew Qualification Guide, COMDTINST M16114.11 (series), in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series).</p> <p>5.02 Tow a trailerized small boat and launch/recover the same under the supervision of an experienced Petty Officer.</p> <p>5.03 Enter required data into your unit's computer based operational reporting systems under the supervision of an experienced Petty Officer in accordance with the associated directive:</p> <ul style="list-style-type: none"> <li>a. Aids to Navigation Information System (ATONIS)</li> <li>b. Marine Safety Information System (MSIS)</li> </ul>		
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<p>c. Search and Rescue Mission Information System (SARMIS)</p> <p>6.01 Complete the Personnel Qualification Standard (PQS) requirements for your unit's Towing Rig Captain in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p> <p>6.02 Complete the Personnel Qualification Standard (PQS) requirements for your unit's Special Sea and Anchor Detail, Petty Officer in Charge in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p> <p>6.03 Complete the Personnel Qualification Standard (PQS) requirements for your unit's Boat Davit Captain in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p> <p>7.01 Complete the Personnel Qualification Standard (PQS) requirements for underway OOD on a cutter in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p> <p>C. AIDS TO NAVIGATION</p> <p>4.01 Assemble the components of a 155 MM lantern, including associated hardware, and ensure proper operation in accordance with the Aids to Navigation Manual (Technical), COMDTINST M16500.3 (series), and Short Range Aids to Navigation Servicing Guide, COMDTINST M16500.19 (series).</p>		
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<p>D. PILOTING AND NAVIGATION</p> <p>4.01 Complete the Navigation Rules (NAVRUL) correspondence course in accordance with the Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series), and the Boat Crew Training Manual, COMDTINST M16114.9 (series).</p> <p>4.02 Given appropriate plotting equipment, plot LORAN-C time difference coordinates in accordance with the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series).</p> <p>5.01 Maintain charts and navigational related publications in accordance with Defense Mapping Agency Catalog of Maps, Charts, and related products part 2, VOL-1 (DMACAT2VOL1U), Chart 1 Nautical Chart Symbols and abbreviations, and Local Notice to Mariners.</p> <p>5.02 Procure charts and navigational related publications using MILSTRIP format in accordance with Defense Mapping Agency Catalog of Maps, Charts, and related products part 2, VOL-1 (DMACAT2VOL1U).</p> <p>*6.01 Pass the Deck Watch Officer's (DWO) examination in accordance with the Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series).</p> <p>* Completion of D. 6.01 will satisfy the requirement of D. 4.01. Completion of D. 4.01 will <u>not</u> satisfy the requirement of D. 6.01.</p>		
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<p>E. MAINTENANCE</p> <p>4.01 Perform a safety inspection of the rigging for your unit's weight handling equipment, under the supervision of an experienced Boatswain's Mate, in accordance with the manufacturer's recommendations and Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p>4.02 Given appropriate tools, preserve the following surfaces in accordance with the Coatings and Color Manual, COMDTINST M10360.3 (series).</p> <ul style="list-style-type: none"> <li>a. Steel</li> <li>b. Aluminum</li> <li>c. Wood</li> <li>d. Fiberglass</li> </ul> <p>4.03 Set up and operate a Bos'n chair in the self lowering method for working on a vertical surface in accordance with USCG Institute Pamphlet No. D30913 (Deck Seamanship BM3).</p> <p>4.04 Set up and operate staging in the self lowering method for working on a vertical surface in accordance with USCG Institute Pamphlet No. D30913 (Deck Seamanship BM3).</p> <p>5.01 Inspect your unit's rescue and survival systems equipment under the supervision of an experienced Rescue and Survival Systems Petty Officer in accordance with the Coast Guard Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).</p>		
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5.02 Perform preventive maintenance (PMS) to your unit's rescue and survival systems equipment under the supervision of an experienced Rescue and Survival Systems Petty Officer in accordance with the Coast Guard Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).		
6.01 Perform a weight test of your unit's weight handling equipment in accordance with manufacturer's recommendations and the Naval Engineering Manual, COMDTINST M9000.6 (series).		
6.02 Perform annual small boat inspection and complete the Boat Inspection Report in accordance with the Naval Engineering Manual, COMDTINST M9000.6 (series).		
F. TRAINING		
5.01 Conduct qualification training for Boat Crewmember under the supervision of the unit Training Petty Officer in accordance with the Coast Guard Boat Crew Training Manual, COMDTINST M16114.9 (series).		
6.01 Prepare a quarterly unit, department, or division training plan as prescribed in the Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series).		
6.02 Serve as an oral board member as required by your unit in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series) or Personnel Qualification Standard (PQS).		
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<p>6.03 Conduct qualification training for Boat Coxswain in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series).</p> <p>G. ORDNANCE</p> <p>5.01 Perform the duties of the unit's Weapons Petty Officer, under the supervision of the unit's Weapons Petty Officer in accordance with the Coast Guard Small Arms Manual, COMDTINST M8370.11 (Series).</p> <p>5.02 Inventory and inspect approved boarding team equipment in accordance with the Coast Guard Maritime Law Enforcement Manual, COMDTINST M16247.1 (series).</p>		
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